



OPEN STATEWIDE PUBLIC PARTICIPATION SPECIALIST, DHS DEPARTMENT OF TOXIC SUBSTANCES CONTROL



Department of Toxic
Substances Control

CALIFORNIA STATE GOVERNMENT – AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF

CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: JUNE 30, 2006

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated below.

NO WRITTEN TEST IS REQUIRED: This entire examination will consist of a structured qualifications appraisal interview.

HOW TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street
PO Box 806
Sacramento, CA 95812-0806
(916) 323-2679 CALNET 8-473-2679
TDD (916) 323-3418 or CALNET 8-473-3418

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL INTERVIEWS: It is anticipated that interviews will be held during August 2006. Ordinarily, interviews are scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: \$4111 - 4997

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: This is the full journey level in this series. Under general direction, incumbents independently perform the full range of duties, including the most complex, community relations work to ensure that federal, state and local mandates are addressed toward adequate public health protection in the regulation of hazardous work treatment, storage, and disposal. Incumbents provide ombudsman type community relations and facilitate public participation; conduct community assessment and public meetings; advocate or represent public concerns to decision makers; plan and conduct participatory workshops, facilitate two-way communication between public and the Department; resolve conflict so that site clean-up or treatment can occur with minimal delay; provide assistance as needed to responsible parties in the development of Community Relations Plans; approve and oversee implementation of Community Relations Plans and provide training to technical staff on public participation requirements.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the date of file. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience performing public participation duties in the Toxic Substances Control program or in the analysis of environmental topics in the California state service while classified at a level of responsibility equivalent to Staff Services Analyst, Range C.

OR II

Three years of professional experience in planning, writing, and disseminating information, at least one of which has been spent either: (1) researching, writing and in dissemination of information on recognized environmental topics, such as, but not necessarily limited to, energy, toxic substances, health science or environmental issues; or (2) providing community advocacy, social work, counseling or ombudsman services to agency consumers.

AND

Education: Equivalent to graduation from college with a minimum of 12 upper division units in a field closely related to social sciences, communication studies, public policy, or interpersonal relations. (Additional experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION: This examination will consist of a structured qualifications appraisal interview only. Candidates will be allowed time prior to the interview to prepare a response(s) to a problem(s) which will be presented to the interviewing panel. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. Major issues and concerns surrounding hazardous waste or other similar environmental public health issues.
2. Communities affected by the issues in California and throughout the nation.
3. Applicable state and federal laws, regulations, and legislation including public participation for hazardous waste issues.
4. Legislative procedures.
5. Dynamics of community assessments.
6. Group dynamics.
7. Organizing, facilitating and moderating two-way communication.
8. Methods for determining the need for and producing information.
9. Utilizing major media communication and other general outreach information dissemination techniques.

B. ABILITY TO:

1. Communicate effectively with communities, including residents, local agency representatives, elected officials (local, State and Federal), water surveyors, environmental groups, and interested others.
2. Identify underlying and political sensitive community issues.
3. Work with advisory bodies.
4. Coordinate and conduct large conferences, meetings and training sessions.
5. Assess community interests and concerns.
6. Establish effective information communication and education communication networks.
7. Advise technical staff on communication skills and effective presentations.
8. Facilitate two-way communication under sometimes adversarial or hostile conditions.

VETERANS PREFERENCE CREDIT: will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to the changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

CAREER CREDITS: are not granted in open examinations.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Toxic Substances Control. The list will be abolished 12 months after establishment unless the needs of the service and condition of the list warrants a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Toxic Substances Control three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control (916) 323-2679 ; CALNET 8-473-2679 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Toxic Substances Control.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Berkeley, Cypress and Glendale. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: 1-800-735-2929

From Voice Telephones: 1-800-735-2922